



DEPARTMENT OF THE NAVY  
FLEET AVIATION SPECIALIZED OPERATIONAL  
TRAINING GROUP PACIFIC FLEET

NAS NORTH ISLAND  
SAN DIEGO, CALIFORNIA 92135-5122

FASOTRAGRUPACINST 12630.2B  
40

14 JUN 1991

FASOTRAGRUPAC INSTRUCTION 12630.2B

Subj: FASOTRAGRUPAC SICK LEAVE PROGRAM

1. Purpose. The FASOTRAGRUPAC Sick Leave Program is established in order to recognize those personnel who have displayed zero sick leave usage or have accumulated, over their Civil Service careers, balances in excess of 500 hours.

2. Cancellation. FASOTRAGRUPACINST 12630.1 and FASOTRAGRUPACINST 12630.2A

3. Information. Studies have shown that productivity increases as sick leave decreases and that zero sick leave produces more work for less money. Most employees earn 104 hour of sick leave per year. There is no limitation to the amount of sick leave an employee may accrue during their career. At the time of retirement, employees may also receive additional service credit for sick leave not used. It is the policy of this command to recognize and award those employees who establish a record of minimum sick leave usage.

4 Eligibility

a. Zero Sick Leave Program. To be eligible for recognition in the Zero Sick Leave Program, individuals must meet the following criteria:

(1) Must not have previously earned a Zero Sick Leave Award. (A (This is a one time only award.)

(2) Must not have used any sick leave during any 26 consecutive pay periods while employed by FASOTRAGRUPAC Headquarters or FASOTRAGRUPAC detachments.

(3) Must not have been on Leave Without Pay (LWOP) during the same 26 consecutive pay periods.

b. Accumulative Sick Leave Program. To be eligible for recognition in the Accumulative Sick Leave Program, individuals must accumulate during their Civil Service Career, sick leave balances over 500 hours. Recognition will be acknowledged at 500 hours, 1,000 hours, 1,500 hours and 2,000 hours.

14 JUN 1991

5. Action

a. Headquarters. It shall be the responsibility of the Management Assistant (Code 40.2) to coordinate the Command Zero Sick Leave/Accumulated Sick Leave program and determine award eligibility.

b. Detachments. It shall be the responsibility of each OIC to review and determine which employees, under their cognizance, are eligible for the Zero Sick Leave/Accumulated Sick Leave awards. The OIC's shall forward all award applications to Headquarters (Code 40.2) for eligibility and processing. They shall also:

(1) Establish the last sick leave used date on all employees.

(2) Verify usage for each pay period and re-establish zero sick leave date as required.

(3) Verify accumulated balances on the last day of each quarter, establishing eligibility for the Accumulative Sick Leave award.

6. Award

a. Each employee achieving 26 consecutive pay periods without use of sick leave or LWOP shall receive the following:

(1) The Commanding Officer's Zero Sick Leave Plaque. (Procured from the Resources Management Office and issued as requested by each OIC.)

(2) Commanding Officer's Zero Sick Leave Certificate.

b. Employees achieving accumulated sick leave balances of 500 hours, 1,000 hours, 1,500 hours and 2,000 hours shall receive the following:

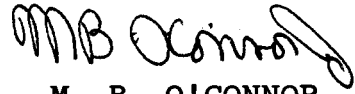
(1) The Commanding Officer's Accumulative Sick Leave Plaque. (Procured from the Resources Management Office and issued as requested by each OIC.)

(2) The Commanding Officer's Accumulative Sick Leave Certificate and Lapel Pin for appropriate balance.

FASOTRAGRUPACINST 12630.2B

14 JUN 1991

(3) Commanding Officer's Letter of Appreciation.

A handwritten signature in black ink, appearing to read "MB O'Connor". The signature is stylized with a large, looped "M" and a cursive "O'Connor".

M. B. O'CONNOR, JR.

Distribution:

FASOTRAGRUPACINST 5216.2S

List A & B